

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**REQUEST FOR PROPOSALS
SPECIFICATION NO. 02-170**

The City of Lincoln, Nebraska intends to enter into a contract and invites you to submit a sealed proposal for:

**12th STREET STREETSCAPE PROJECT
LANDSCAPE DESIGN/
ARCHITECTURAL/ENGINEERING SERVICES**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before 12:00 noon **Wednesday, August 21, 2002** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened at the K Street Complex, reading only the names of the firms submitting proposals.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

**REQUESTS FOR PROPOSALS
SPECIFICATION NO. 02-170**

**12TH STREET STREETSCAPE PROJECT
LANDSCAPE DESIGN / ARCHITECTURAL / ENGINEERING SERVICES**

1. INTRODUCTION

- 1.1 The City of Lincoln requests proposals from qualified landscape design architects / architectural firms / engineering firms for streetscape improvements along 12th Street, from Q to N streets in Downtown Lincoln.
 - 1.1.1 The west side of 12th Street between O and P adjacent to Block 41 is excluded from this project.
 - 1.1.2 Portions of this project area have been recently improved and may need only minimal improvements while other will require total reconstruction of sidewalks and streetscape improvements.
 - 1.1.3 Attachment A identifies the areas to be included in the design services identified in this Request for Proposals.
- 1.2 Sealed proposals for these services will be received by the City Purchasing Agent of the City of Lincoln, Nebraska at 440 S 8th Street, Suite #200 up to the hour of 12:00 noon, August 21, 2002.
 - 1.2.1 Proposals received after that hour will be considered null and void and will not be accepted.
 - 1.2.2 Each proposal should be submitted in six copies to the attention of the City Purchasing Agent.
 - 1.2.3 Proposals shall be submitted in envelopes clearly marked indicating "12th Street Streetscape Project".
 - 1.2.4 The proposed fees for providing the proposed services should be enclosed in a separate sealed envelope titled "Proposed Fee for 12th Street Streetscape Project".
 - 1.2.5 The envelopes indicating the fees will not be opened until the selection committee has ranked the proposals at which time only the fee envelope of the top firm will be opened.

2. PROJECT DESCRIPTION

- 2.1 The 12th Street Streetscape project will include the design of the pedestrian streetscape in a highly visible area in the heart of Downtown Lincoln.
 - 2.1.1 Attachment A shows the areas to be covered by this project generally includes both the east and west sides of 12th Street between Q and N Streets, except for the west side between P and O Streets.
 - 2.1.2 It shall include analysis of and redesign and repair as necessary for related infrastructure.

- 2.1.3 This redesign work may include the following elements:
 - 2.1.3.1 sidewalk and vault repairs and reconstruction;
 - 2.1.3.2 pedestrian lighting;
 - 2.1.3.3 streetscape furniture including benches, trash receptacles, bike racks, and kiosks;
 - 2.1.3.4 planting beds / plant materials; and
 - 2.1.3.5 public art.
- 2.1.4 The project will consider future maintenance costs once the streetscape redevelopment is complete.
- 2.2 The consultant will work with the City, the DLA, property owners and other interested parties to develop a conceptual design and implementation strategy to identity 12th Street as the city's signature "Cultural Corridor" as well as a conceptual design for all phases of this project.
- 2.3 The City is accepting proposals that includes attention to project design management services.
 - 2.3.1 The successful firm will be selected on the basis of the criteria that include qualifications, experience, and response to this proposal.

3. SCOPE OF SERVICES

The City of Lincoln is seeking a consulting firm to provide the following services:

3.1 Task 1: Schematic Design

- 3.1.1 Survey and prepare maps of existing conditions within the site including as applicable, grades and lines of streets, alleys, pavements, and locations, and dimensions pertaining to existing buildings, other improvements and trees.
- 3.1.2 Review and evaluate data obtained through Task 1A together with the City's requirements as to project design and budget.
- 3.1.3 Prepare and present to the City alternative approaches to design of the project.
 - 3.1.3.1 Following City's approval as to the selected approach, prepare and present schematic design documents consisting of drawings and other documents illustrating the scale and relationship of project components and submit preliminary project cost estimates.

3.2 Task 2. Master Design Plan

- 3.2.1 Following City approval of schematic design documents, prepare and present Master Design Plan consisting of drawings and other documents.
 - 3.2.1.1 The Master Design Plan shall identify utility relocation needs incident to the proposed plan, and shall fix and describe the size and character of the entire project as to landscape architectural structural, mechanical, and electrical features, materials and other elements as may be appropriate.
 - 3.2.1.2 In addition, submit updated project cost estimates.
 - 3.2.1.3 The Master Design Plan shall be reviewed by City staff, the City Urban Design Committee and the Downtown Lincoln Association.

3.3 Task 3. Construction Documents

3.3.1 Following City approval of the Master Design Plan, prepare and present construction documents consisting of plans, and specifications setting forth in detail the complete requirements for the construction of the project and detailed cost estimates.

3.3.1.1 The consulting firm shall also prepare necessary bidding information, bidding forms and construction contract documents.

3.4 Task 4. Bidding the 12th Street Streetscape Project

3.4.1 The consulting firm shall work with the City's purchasing agent to advertise and bid the project.

3.5 Task 5. Pre-Construction Conference

3.5.1 Following the City's award of the construction contract, schedule and conduct a pre-construction conference.

3.6 Task 6. Construction Layout and Staking

3.6.1 Provide the construction contractor with all field surveys, layouts, and staking necessary for the construction of the project.

3.7 Task 7. Construction Management

3.7.1 During the construction phase, make site observations as necessary upon City request.

3.7.1.1 Prepare change orders as necessary for City approval and execution in accordance with the construction contract documents.

3.7.1.2 The precise scope of other inspections to be rendered by the consulting firm shall be determined through negotiations with the City.

3.8 Task 8. As-Built Drawing

3.8.1 Following completion of the construction of the project, prepare and submit to the City reproducible Mylar as-built drawings of the project.

4. PROJECT SCHEDULE

4.1 Prepare a time frame for completion of tasks identified in Section III Scope of Services.

5. PROFESSIONAL REQUIREMENTS

5.1 All analysis, schematic plans, master design plans, and construction plans, specifications, and cost estimates shall be completed and supervised as appropriate by a professional landscape architect, architect, or engineer registered to practice in the State of Nebraska.

6. SUBMITTAL REQUIREMENTS / GENERAL STATEMENT OF QUALIFICATIONS

- 6.1 **General Statement of Qualifications** The information that should be submitted regarding the firm's general statement of qualifications consists of the following:
- 6.1.1 Firm name, address, and telephone number
 - 6.1.2 Number of years established and former names of firm
 - 6.1.3 Types of services particularly qualified to perform
 - 6.1.4 Names of principals and states in which they are registered
 - 6.1.5 Names of key personnel, experience of each, and length of service of the firm
 - 6.1.6 Number of staff usually and currently employed
 - 6.1.7 Outside consultants and associates that would be part of the consulting team
 - 6.1.8 List of completed projects of similar nature for which the firm was the principal professional
 - 6.1.9 Willingness and capability to meet the time requirements expressed in the scope of services
 - 6.1.10 Other additional material as may be required in the scope of services
- 6.2 **Services provided by the City**
- 6.2.1 The consulting firm shall identify in its proposal what services and assistance it expects to be provided by the City of Lincoln.

7. THE SELECTION PROCESS

- 7.1 The City's selection process will include the following basic steps:
- 7.1.1 Issue RFP August 1, 2002
 - 7.1.2 Form selection committee
 - 7.1.3 Receive RFP's August 21, 2002
 - 7.1.4 Review proposals August 28, 2002
 - 7.1.5 Interview selected consultants Week of September 1, 2002
 - 7.1.6 Make recommendations to the Mayor
 - 7.1.7 Award of Contract
 - 7.1.8 Spring Construction

8. MONTHLY REPORTS

- 8.1 The consulting firm selected shall furnish to the City copies of a written progress report on or before the tenth of the month following the month being reported.
- 8.1.1 The progress report shall cover the contract activities for the month including a narrative section on progress of the work by task; a percentage of the work completed by task; a charter table showing the funds expended for the month being reported; cumulative expenditures by task; and estimated costs to complete the work.

9. GENERAL TERMS AND CONDITIONS

- 9.1 All design firms submitting a proposal will be informed in writing of the City's decision within 20 working days following the final consultant selection.
- 9.2 The project may be constructed in one or more phases depending upon availability of funding and other factors.

10. FURTHER INFORMATION

10. Questions relating to information contained in this Request for Proposals shall be submitted to:

Jeff Cole
Urban Development Department
129 North 10th Street, Room 110
Lincoln, NE 68508
(402) 441-7866
jcole@ci.lincoln.ne.us

with a copy to:

Vince M. Mejer
Purchasing Agent
440 S. 8th St.
Lincoln, NE 68508
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vmejer@ci.lincoln.ne.us